

## **BUILDING PERMIT ISSUANCE PROCESS**

It is the goal of LDD Plan Review Staff who are involved in the Building Application Review process to try and grant the highest level of LDD Review Disposition:

- APPROVED (highest)
- PART APPROVED (next highest)
- NOT APPROVED (lowest)

The key to this is to ensure that the LDD issues are addressed with the initial Building Application Review submittal. Understanding what LDD is looking for may help you accomplish this goal. LDD considers the Building Permits as permits for work on private property for private improvements. LDD is looking at those improvement to see what impact they will have to the public infrastructure that either crosses the property or surround/serves the property, such as the public assets in the public right-of-way or easements. The applicant should try to separate in their Building Site Plan the private work from the work that is to occur to the public assets or public MAJOR or MINOR Infrastructure. LDD Review comments of the Building Applications Submittal documents should be related to only those items. Some documents that are submitted may result in a separate Kiva Permit Records being created where the review is accomplished, and these Permit Records will be available in Genealogy from KivaNet. This typically happens with Storm Studies when the site is 1 acre or more impacted. This also happens with Easement Documents and Separate Agreements.

MINOR Infrastructure may be shown on the building plans as long as it is clear that this is to be permitted separately by LDD Permits, making it clear that it is not part of the Building Permit but is shown for information purposes.

MAJOR Infrastructure should not be depicted in the private Building Application Plans, and must be permitted via a separate LDD Application Process, would should be coordinated properly in terms of timing of the two applications. It can be shown as informational, but it can be a challenge to ensure that this information stays current with the revisions occurring to the separate LDD Application for this work, and thus it is discouraged to replicate this information in the building plans. Any duplication must be clearly noted as approximate and for information purposes and a clear reference to the separate application is critical. The most common example of this is with grading and site disturbance information. Many applicants will try to show along with the grading in the private grading Building Application, the related Site Disturbance Best Management Practices for protecting the site from sediment discharge. Since LDD requires a separate Site Disturbance Application, when the disturbance equals 1 acre or more, it is better to leave this information out of the Building Applications and only depict the grading that is to be permitted by the Building Application submittal. It is better to simply state in these plans to "Please see the separate Site Disturbance Permit Application Plans for protection measures required for this grading under separate application and permit to LDD" than it is to try and duplicate the information in the Building Plans. It usually takes several reviews to get the Site Disturbance Plan in general compliance is this usually results in a discrepancy in how this information is depicted on both application, which can cause confusion with the Permittee and their Subcontractors.

Please keep in mind that the LDD Site Disturbance Permit must be issued (when required) prior the Building Permit issuance, so proper timing of the two applications ensures the shortest critical path to both permit issuances.

LDD will also try to conditionally approved the Building Application, allowing for other related LDD permits to be issued as a Condition of Approval hold on the Building CofO rather than giving a NOT APPROVED disposition until LDD permits are issued. Therefore, we may give a APPROVED or PART APPROVED, even though the LDD Site Disturbance Permit has not been issued, but this is because the separate CR?? Activity Code "CPSEC8," which shows up in KivaNet as "LAND DISTURBANCE PERMIT ISSUED" must be signed-off by LDD Permit Staff once the Site Disturbance Permit is issued, before the Building Permit can be issued.

## **CONTACTING THE LDD PLAN REVIEWER OR SUPERVISOR**

Questions regarding LDD Building Application Review Disposition should be directed to the LDD Reviewer assigned to that Building Application. In KivaNet you can identify the LDD Reviewer by click on the LDDREV Activity that has the description of "LAND DEVELOPMENT DIV PLANS REVIEW" and looking at the name and e-mail address of that reviewer. You can contact them by Phone at **(816) 513-1500 Option 2**, and ask for them by name.

If there are any issues with the comments or position of this reviewer during any part of the review process, please feel free to contact the above number and ask for the LDD Plan Review Supervisor. While the Reviewer is there to assist you in obtaining general compliance, a Supervisor can assist in resolved any factors that may be delaying resolution, so please do not hesitate to call the Supervisor. The goal is to help you get you permits and get under construction.